

CONFIDENTIAL

13 MAR 1962

COMPLIANCE WITH SECURITY REGULATIONS

25X1A [] - The Director of Personnel is responsible for taking action to effect the suspension or separation of employees for security violations when such action is requested by Responsible Authorities....

CLEARANCE OF PERSONNEL FOR DUTY WITH CIA.

25X1A [] - ...Personnel on provisional clearance in grade GS-6 or below will normally be assigned to unclassified work projects under supervision of the Office of Personnel while awaiting full clearance....Under exceptional circumstances, the requesting office may arrange with the Office of Personnel to assume responsibility for providing unclassified work assignments ...; however, the Office of Personnel will retain administrative provision of such personnel.

25X1A [] - The Operating Official concerned shall notify the Director of Personnel of his objection to the disapproval /Appeals from Security Disapproval⁷, and his reasons therefor, and the Director of Personnel shall so advise the Director of Security.

SECURITY PROCESSING OF PERSONNEL FOR ENTRANCE ON DUTY, SEPARATION, LEAVE, AND OFFICIAL ABSENCE.

25X1A [] - The Director of Personnel is responsible for ensuring that: (1) All new personnel report to the Office of Security for security processing before they commence their duties in the Agency. (2) All personnel leaving the Agency report to the Office of Security before the date of their separation.

LIMITATIONS ON OUTSIDE ACTIVITIES

25X1A [] Part-Time Employment. Upon approval by the Director of Security, an information copy of the approved request shall be forwarded to the Director of Personnel.

CONFIDENTIAL

TAB
C

25X1

Approved For Release 2003/01/29 : CIA-RDP80-01826R000300040004-5

Approved For Release 2003/01/29 : CIA-RDP80-01826R000300040004-5

~~CONFIDENTIAL~~

CARE AND USE OF OFFICIAL DATA

25X1A

[] The Director of Personnel is responsible for ensuring that all personnel processed through the Office of Personnel shall report to the Office of Security for the purpose of reading and becoming familiar with these provisions before entrance on duty or separation from the Agency.

MEDICAL EVALUATIONS

25X1A

[] - In those rare cases where a dependent should not travel overseas the Medical Staff shall notify the Director of Personnel.

25X1A

[] - Requests for pre-employment and entrance-on-duty evaluations are initiated by the Office of Personnel.
2d(4) - Fitness-for-duty evaluations may be requested by any supervisor for personnel under his supervision when a question of medical disqualification for continued employment arises. Such requests must be forwarded through the Operating Official concerned and the Director of Personnel to the Chief, Medical Staff, on an "Eyes Only" basis.
2d(7) - Requests for medical-disability-retirement must be forwarded through the Office of Personnel.

SA/D/Pers Staff members examine such requests enroute to the Medical Staff and take appropriate action in light of the subsequent medical reports.

IMMUNIZATION

25X1A

[] - The Central Processing Branch, Office of Personnel, is responsible for referring all personnel beginning overseas processing to the Chief, Immunization Branch, Medical Staff, in order to complete the required immunization. This referral will be made at least 45 days prior to the scheduled departure.

RSD: Central Processing Branch: In the early stages of a travelers processing he is referred to the Immunization Branch, Medical Staff. His processing is not completed until he produces written clearance from the Medical Staff.

~~CONFIDENTIAL~~

ENTRANCE-ON-DUTY TRAINING

25X1A

- [] - The Director of Personnel shall:
- (a) Schedule all new clerical and professional personnel, except as exempted or deferred by the Deputy Director concerned, in the appropriate EOD training program; and
 - (b) Detail or assign all new clerical personnel, upon entrance on duty in the Washington area, to the Interim Assignment Section for the time necessary to attain the appropriate standards of clerical proficiency, and the EOD training program prescribed herein.

LANGUAGE DEVELOPMENT PROGRAM

25X1A

- [] - The Director of Personnel, with the assistance of the Director of Training, shall maintain a current inventory of the language competences of staff personnel. The inventory will reflect the results of the Agency's standard language proficiency tests conducted by the Office of Training or, pending testing, the self-evaluations on Form 444c, Language Data Record.

RSD:

The Statistical Reporting Branch semi-annually provides the DTR with rosters of all employees showing their language competence, both declared and tested. To implement this program, SRB notifies Offices of personnel within their jurisdiction who have not filed a language form and furnishes an up-to-date list of language competence to Heads of Career Services and/or Offices.

JUNIOR OFFICER TRAINING PROGRAM

25X1A

- [] The Director of Personnel shall:
- (a) Be responsible for the external recruitment of candidates for the JOTP
 - (b) Assist the Director of Training in identifying qualified JOT candidates from among on-duty Agency personnel; and
 - (c) Upon recommendation of the Director of Training, accomplish through the appropriate Career Service the permanent placement of all JOT's when they have completed their programs of career preparation.

RSD:

To assist in determining vacancies, SRB supplies the DTR with a comparison monthly of on-duty strength to ceiling by office.

CONFIDENTIAL

TRAVEL

25X1A

[redacted] Home Leave Point.
Redesignation shall be ...subject to justification
approved by the Director of Personnel.

TYPES OF TRAVEL

25X1A

[redacted] Upon death of an employee while abroad,
from place of death or duty station to head-
quarters place of residence, home leave point,
or other suitable place of interment as approved
by the Director of Personnel....
5e - Transportation at Government expense,
including cost of preparing remains...from
place of death to home leave point or other
suitable place of interment as approved by the
Director of Personnel.

SERVICE AGREEMENTS

25X1A

[redacted] For employees in those
special classes for which expenses of travel and
transportation incident to appointment to a

25X1

[redacted] .are allowable, such expenses shall
not be allowed unless the employee agrees in
writing to remain at his assigned post...unless
separated for reasons beyond his control and
acceptable to the Director of Personnel.

b. Assignment Abroad. Expenses of travel and
transportation incident to appointment...to a post
abroad shall not be allowed unless the employee
agrees in writing to remain at his assigned post
for a period...prescribed in advance by the
Director of Personnel unless separated for reasons
beyond the control of the employee and acceptable
to the Director of Personnel.

CONFIDENTIAL

25X1A

TRAVEL - DELEGATIONS

[] The Director of Personnel shall authorize or approve travel of candidates for staff employment, disqualified appointees, and entrants on duty. ... He shall operate a Central Processing Service for the coordination of activities in support of official travel generally.

RSD:

Central Processing Branch is ...charged with responsibility for assisting travelers to the greatest extent possible, compatible with cover and security. This assistance involves salary, allowances, per diem, insurance, reservations, tickets, baggage, household effects, automobiles, passports, cover orders, visas, identity cards, etc.

25X1A

STANDARDIZED DIFFERENTIALS AND ALLOWANCES

[] - The Director of Personnel shall:

- (a) Monitor the administration of this paragraph.
- (b) Authorize payment of all separate maintenance allowances, and of education allowances when requests are not in accordance with the Standardized Regulations.
- (c) Establish, upon request of an Operating Official, appropriate differentials and allowances for personnel stationed at foreign posts not classified for this purpose by the Department of State whenever, for reasons of cover or security, the Department of State cannot be requested to establish such differentials and allowances. The concurrence of the Chief, Central Cover Group is required in determining the applicability of security and cover considerations to requests for classification of posts for the establishment of differentials and allowances.

CPD:

The allowance function is performed by the allowance specialist.... In the implementation of the Director of Personnel's responsibilities, he is responsible for:
a. The resolution of allowance problems which cannot be solved through reference to the Standardized Regulations, the interpretation of Agency allowance policy in reply to memoranda and telephone calls from the Finance and the Area Divisions, and the conducting of briefing sessions for Office of Personnel and DDP employees.

b. The classification for differentials and allowances of those posts which have not been classified by the Department of State. Appropriate allowances are established ~~by~~ on the basis of information obtained from post reports, State Department cables, and world atlases. Reference is also made to the allowances established for nearby posts and to advices received from the Area Divisions.

c. In the field of special allowances, the establishment of cost-of-living allowance for nonofficial personnel. These allowances

cont'd

CONFIDENTIAL

CONFIDENTIAL

STANDARDIZED DIFFERENTIALS AND ALLOWANCES (Cont'd)

CPD (Cont'd)

are based upon indices furnished by the Department of State but are adjusted by the allowance specialist to provide staff personnel in nonofficial cover positions with the increased allowances authorized by the Agency. Adjustments are also made to compensate for exchange rate differentials, when the nonofficial employee is receiving a rate other than that published in the State Department bulletin, and to provide for special situations which call for an increase or decrease in the allowances.

25X1A



25X1A

SPECIAL CLAIMS

[redacted]: The Special Contracting Officer, Office of Personnel, is authorized to include in contracts executed by him, special provisions for reimbursement of tax losses where it is known or anticipated that such losses will occur. All claims resulting from such contract provision shall be referred to the Special Contracting Officer, Office of Personnel, for review and comment before submission for the action outlined in paragraph 3a above.

25X1A

LIAISON

[redacted] The Personnel Director will control all Agency liaison with the Civil Service Commission and with other agencies in connection with personnel matters.